



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
Youth Development Associate – Part Time

Want to have fun at your job? Make art, play games, help someone with math or reading or teach fun classes all while impacting the lives of youth in a positive way! We are looking for highly motivated, enthusiastic people that want to spend the school year making a difference for our kids! If you are up for a fun challenge, this might be the place for you.

Boys & Girls Clubs of Portland is now accepting applications for Part Time staff positions available at Clubs/locations in inner SE Portland, outer SE Portland, NE Portland, N Portland, and Oak Grove! We have a location that will work for you!

Summer and ongoing academic year positions available. Shifts vary based upon location and need but are generally M-F between 2:00 pm and 7:00 pm in the school year and anytime between 8:00 am and 7:00 pm in the summer. Please mark your availability clearly on the application form. Starting wage \$9.75 per hour (\$11.25 July 1).

Applications forms available for download at <http://www.bgcportland.org/employment/>. Complete applications along with a letter of application and resume should be emailed to jobs@bgcportland.org or mailed to 8203 SE 7th Ave, Portland, OR 97202 or dropped off at any Boys & Girls Clubs of Portland location.

Position Responsibilities

- YDAs are creative and know how to add fun to all activities as they plan, implement, and deliver exciting and engaging programs and activities for youth ages 6-18.
- YDAs care about youth and they ensure the incorporation of character development, age appropriate and gender-specific programs and activities.
- YDAs have empathy and a respect for all people and they ensure that culturally diverse and responsive programs are implemented.
- YDAs know that kids need both choice and structure and they provide guidance and discipline to ensure a safe and positive environment for youth.
- YDAs are organized and careful and they maintain and care for applicable equipment and supplies.
- YDAs are team players and complete other projects and duties that support BGCP.
- The Youth Development Associate will work in a variety of program areas and camps as needed.

Position Qualifications:

- High school degree or be working towards a degree.
- Knowledge of youth development principals and practices and one year experience working with youth is preferred.
- Enjoy working with people and possess a friendly and outgoing personality.
- Must be a team player.
- Strong communication skills, both oral and written.
- Must possess the ability to work independently without direct supervision.
- License to drive (if over 21) and ability to drive Club vans a plus

Working Environment:

The job's functions require the following physical demands:

- This position can be physically demanding and requires the employee walk unaided in a variety of buildings and property grounds, stand for long periods of time, sit, bend, stoop, reach with hands and arms, climb and occasionally lift a maximum of 25 lbs.
- The employee must have normal visual acuity at near and far distance with correction and hear the spoken word with correction.
- The employee is frequently required to use hands to finger, handle, or touch objects, tools, or controls.
- High volume of personal interaction with members, families and staff may be stressful.
- The noise level is usually moderate but may increase during busy periods.